

Position Description – Coastal Regional Commission

Title: Aging Services Fiscal Analyst	
Department: Finance	Supervisor Finance Director Senior Staff Accountant Employees Supervised None
Status: Hours: 8:00 a.m – 5:00 p.m. Monday – Friday (or as necessary)	
Type of Position : <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer	
QUALIFICATIONS	
<p>Knowledge: General knowledge of aging programs. Specific information on accounting for aging funding sources.</p> <p>Education: High school diploma and Bachelor’s Degree in Accounting or comparable work experience (4+ years) required.</p> <p>Skills: Proficient use of computers, calculator, and other basic office equipment; good oral and written communication skills. Ability to establish and maintain effective working relationships with co-workers, local elected officials, state officials, service providers, and the general public.</p> <p>Experience: At least one year related experience preferred, in addition to Education preferences; or 4+ years related experience for non-degreed candidates.</p> <p>Licenses: Current & valid Driver’s License</p>	
POSITION SUMMARY	
Responsible for: (1) the accurate accounting of program funds and preparing financial reports for funding agencies and boards; (2) monitoring and evaluating the performance of aging contractors; and (3) providing technical assistance to contractors as needed.	
RESPONSIBILITIES/DUTIES	
<ul style="list-style-type: none"> • Responsible for maintaining books of account for program, accurately and in accordance with established procedures. <ul style="list-style-type: none"> ♦ Prepares and writes journal entries for monthly transactions and budget information. ♦ Prepares journal entries necessary to make adjustments to the general ledger due to disallowed costs, incorrect expenditure reports, etc. ♦ Analyzes financial information to know status of program budget and funds. ♦ Prepares Aging budget, under the direction of the Aging Services Director. • Responsible for program financial documentation and reports. <ul style="list-style-type: none"> ♦ Prepares and submits all reports necessary to receive funds from program fund sources within contractual time frames. ♦ Oversees the quality control for processing service provider expenditure reports and cash advance requests. ♦ Reviews service provider reports and financial forms prepared by the CRC or provider staff to ensure accuracy in calculations. ♦ Assists with the development and accuracy of provider Unit Cost Methodology (UCM) worksheets. ♦ Conducts annual training on UCM for provider employees. ♦ Prepares financial reports for advisory boards and management. ♦ Responsible for entering financial and programmatic information into AIMS. • Maintains an established central filing system for aging files. • Maintains copies of unit cost information and other worksheets related to contracts. • Ensure a copy of all pertinent information is filed appropriate for each contractor. • Monitors service providers to identify and correct any problems. <ul style="list-style-type: none"> ♦ Conducts on-site visits of service providers at least annually to determine compliance with contract, laws, and regulations. 	

Responsibilities/Duties Continued.

- ♦ Performs monthly desk reviews using reported information to audit programmatic and financial performance of the contractors between site visits.
- ♦ Writes and distributes monitoring reports to outline required corrective action and make recommendations to strengthen the program. Suggest, in writing, as part of the monitoring report that the sub-recipient or subcontractor develop and maintain an Anti-Fraud Program if no such program has been implemented.
- ♦ Follows-up to ensure service provider responds to monitoring report and institutes a correction active plan.
- ♦ Ensure that all employees of a sub-recipient or a subcontractor complete annually a Code of Conduct Questionnaire. Review all such questionnaires for any improprieties that may require further action.
- Responsible for being the Security Administrator of the AIMS database.
 - ♦ Authorize security access levels and passwords for AIMS users in the Coastal Georgia Region.
 - ♦ Attend all user trainings offered by DHR.
 - ♦ Conduct quarterly user group meetings for AIMS users.
 - ♦ Provide training to any user of the AIMS database in the Coastal Region.
 - ♦ Participate in the development/evolution of the AIMS system with DHR.
 - ♦ Monitor the data integrity of the AIMS system and provide assistance to service providers for the same.
- Review service provider audits.
 - ♦ Maintains an Audit Review Log annually for all service providers.
 - ♦ Obtains and reviews a copy of each service provider's annual audit.
 - ♦ Prepares report based on review of audit indicating any discrepancies or findings.
- Provides technical assistance to service providers as needed.
 - ♦ Visits service provider business offices at least annually and attend service provider meetings to discuss issues, answer questions, and stay abreast of aging activities and services being provided.
 - ♦ Meets with service provider staff to provide training as needed.
- Monitors equipment and control system for program according to established DHR procedures.
- Depending on specific responsibilities, may write and distribute Requests for Proposals (RFPs), the Area Plan, and/or grants as needed.
- May attend contract negotiation meetings and assist with negotiations.
- Contribute to the positive atmosphere of the CRC:
 - ♦ Participate in the teamwork approach to completing tasks.
 - ♦ Share information with other department staff members.
 - ♦ Collaborate and coordinate with other staff members in the CRC.
- Performs other appropriate tasks and duties as assigned.

Working Environment

- Pleasant office environment, primarily
- Fast-paced environment requiring flexibility to handle a variety of functions simultaneously.

Physical Requirements

- Long periods of remaining stationery and composing at a computer.

APPROVALS/ACKNOWLEDGEMENTS**Employee:****Date:****Supervisor:****Date:****Department Head:****Date****Executive Director:****Date:**